

10 May 1956

MEMORANDUM FOR: Chief, FE/Support  
THROUGH : Chief, FE/PT  
SUBJECT : Progress Report Relative to Centralization of  
Personnel Activities within FE Division

1. In accordance with arrangements made with the Management Staff and representatives of this office a study was conducted of the FE Division personnel records and reporting systems to establish more efficient methods and procedures. Particular attention was devoted so as to design such procedures to relieve the Branch of miscellaneous administrative duties; and involved the utilization of machine techniques for the preparation of Form 52 centrally, as well as for the maintenance of personnel records and statistical data pertaining to this Division. As a result of exploring various methods to best centralize the personnel operations it was determined to install, on a test basis, systems employing the use of the Flexowriter and other electrical accounting machines. A series of exploratory demonstrations to key officials within FE, Office of Personnel, SSA, and Management Staff were conducted to better determine the feasibility of the proposed systems.

2. In view of the favorable acceptance to the proposed installation, the following operational procedures were developed:

- (a) An operating manual for establishing and maintaining punched card files for personnel operations in the FE Division.
- (b) Procedures utilizing the Flexowriter machine whereby two by-products are realized simultaneously with preparation of SF 52, Request for Personnel Action. Such by-products are utilized to capture selected coded information for preparation of a tabulating card and for the preparation of subsequent personnel actions.
- (c) A Pending Card Deck to control SF 52 from its inception until receipt of SF 50 in the FE Division. Basically, the card form contains the pertinent information found on SF 52, the controlling factor being the date of request. Presently, tabulated listings are being furnished Chief [REDACTED] reflecting name, slot number, nature of action, and date of request. This report established a uniform listing and schedule which did not previously exist for controlling pending actions.

25X1A8a

25X1A8a

- (d) A Current Status Card Deck which reflects the current status of all FE employees. It contains identical information as found in the Pending Card Deck except the effective date of the action is recorded instead of date of request. This card lends itself to any combination of information contained therein; will greatly reduce total processing time; and eliminate almost completely human error as we customarily understand it. A review of previous reports prepared in [REDACTED] revealed that over 90% could be compiled from this deck or a combination of this deck and the T/O Deck below.
- (e) A T/O Deck to record statistical data relative to the table of organization. This deck is identical to the one maintained in the Machine Records Division. Maintenance of a comparable deck in FE reduces the elapsed time from the out off date to the completion date from 20 calendar days to 5. Listings from this deck will indicate a more current status of employees and organization by reflecting pending T/O changes and slot assignments in addition to those officially approved. Such listings are a consolidation of previous reports and places in the hands of the operating personnel a practical document.
- (f) A Supplemental Card Deck to be utilized as a continuation deck to the current status card deck to record additional statistical data. Such personnel data includes personnel number, name, EOD date, date of last fitness report, date of last promotion, date entered career service, and rotation date. Approximately 30% of the potential columns have not been assigned. It is felt that a continuing analysis of the reporting needs within FE will result in complete utilization of all columns. Some of the items under consideration presently are training qualifications, former status, and disabilities. This card is in the developmental phase and the deck was established through the recording of the rotation dates.
- (g) A Master Card Deck to record that personnel data which is constant regarding an employee. Generally, this card will serve as an utility instrument. In addition, this card is utilized to record, manually, additional statistical data which is of insufficient volume or scope to warrant a punching operation.
- (h) A Historical Card Deck which consists of inactive status cards that have been replaced in the status file because of a subsequent action. Reports may be provided in those instances where information is desired for

3. Generally, these procedures have not been developed to mechanize the entire operation, but one of retaining the advantages of being free to use whatever combinations of machines and methods can best accomplish any given desired report. The crux of the reporting problem in FE is one in which reports have not previously been impossible because of the inability to perform them, but rather because of the inability to perform them in a short enough period of time for them to be worthwhile; plus the excessive amount of man hours expended to furnish the requested information. The proposed operations provide a system of compiling statistical information on a card for future reference in a usable form.

In addition these procedures have been designed to assume functions of reporting as well as accounting on an automatic basis and their speed of calculation replaces hours of human computation time. It is believed this machine application will result in:

- a. Uniformity of reporting;
- b. Improved personnel management controls for the FE Division;
- c. Substantial savings of manpower, money, and time;
- d. Greater security through centralization of information;
- e. Accurate periodic reports and basic data for special reports and studies; and,
- f. Providing central location to review the propriety of all requests in accordance with Agency Reports Management Program.

We are continuing to investigate every possible application of punched cards to provide a uniform and expeditious reporting system throughout FE.

25X1A8a 4. The pilot installation relative to centralizing certain personnel activities of [REDACTED] was initiated on 26 February 1956. This centralization involved the preparation of all [REDACTED] 25X1A8a Personnel Actions and Personnel Data Sheets in [REDACTED]. It is proposed to expand this service to all Branches as soon as the necessary 25X1A8a equipment is received in [REDACTED].

25X1A8a 5. As previously stated above [REDACTED] has furnished various tabulated reports to [REDACTED] and elements of the staff and is now in 25X1A8a a position to furnish tabulated listings of personnel data to all elements within the FE Division. Examples of the reports furnished since 1 March 1956 are as follows:

- a. Listing of pending Personnel Actions for the Division.
- b. Alphabetical listing by name and service designations of all personnel.
- c. Listing of rotation dates by date of return and alphabetically by name.
- d. Listing of all logistics officers and administrative career service members.

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100130029-4

e. Table of organization.

In addition, listings of all FE Staff Employees and Staff Agents are available upon request as follows:

- a. Alphabetical by service designation, rotation date, branch, grade, position title, date of birth, by sex, or by any combination of the above.
- b. Organizational listings of headquarters and/or field personnel by slot number, grade, branch, position title, sex, date of birth, rotation, or any combination of the above.
- c. Listing of personnel actions pending by date of request, alphabetically, or type of action requested.
- d. Listing of slots organizationally by branch, service designation, grade, position title, or any combination of the above.

6. The present installation employs the use of three machine units. A Flexowriter for the preparation of the Request for Personnel Action and by-products in the form of eight channel tapes for the preparation of a tabulating card and for the preparation of subsequent personnel actions. An IBM Tape-to-Card Punch (047) to prepare the above series of card decks which will replace the OF4b Form as the basic personnel control record. An IBM Sorter (082) to sort out and identify individuals by specific characteristics. It should be noted that additional IBM equipment located in the MRD and RI 1 Divisions is utilized on occasion for the preparation of special reports. The volume of such is one which does not warrant purchase of this equipment.

7. The following additional steps must be taken before the above procedures may be given Division wide application:

- a. Record type of employee and name identification into Status Card Deck.
- b. Complete Supplemental Card Deck.
- c. Establish Master Card Deck.
- d. Establish pseudo Deck.
- e. Discontinue posting and reference to OF4b card. Utilize IBM Card Decks.
- f. Discontinue manual preparation of SF 52 - key punching and utilize Flexowriter - Tape-to-card Punch machines.
- g. Discontinue manual preparation of Personnel Data Sheet and covert to machine application.

It is estimated that the above operations can be accomplished within the next 90 days.

Sanitized - Approved For Release : CIA-RDP70-00211R000100130029-4

~~SECRET~~

8. The initial review of personnel records and work methods revealed certain administrative changes could be effected to improve the flow of work. Those placed into effect are as follows:

- a. T/O changes are first routed through civilian personnel unit for posting. This eliminated the forwarding of SF 52's with incorrect information.
  - b. A chart indicating number of copies of SF 52 to prepare for each type of action. Reduced the number of copies dispatched to Office of Personnel to as many as five on some actions.
  - c. A procedure with MPD which improved the processing of "separation — return to parent service actions" by avoiding a break in service or back dating of the appointment. Also, discontinued flow of unnecessary Forms 37—129, Cancellation of Applicant Processing, through [REDACTED]
  - d. A reduction of enclosures to accompany Personnel Actions, supervisors recommendations from eight to one; chief of stations recommendations from eight to one; PHS from three to two; and PHS appendix from three to one.
- 25X1A8a
3. Form No. 764, Field Duty Status and Overtime Report be submitted directly from chief of station to the Finance Division via [REDACTED]. The required reporting time for the field will be extended from thirty to sixty days. The preparation of Form No. 433, Agent Duty Status Report would be discontinued. This procedure is in the final phase of coordination.
- 25X1A8a

25X1A9a

[REDACTED]  
Management Staff

25X1A9a

[REDACTED] sdfs  
Distribution:  
Orig & 1 - Addressee  
1 - C/FE/PT  
1 - AG/FE/S

~~SECRET~~